



CITY OF PALM DESERT
DEPARTMENT OF DEVELOPMENT SERVICES
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SIGN ARC APPLICATION

The following instructions are intended to provide the necessary information and procedures to submit and facilitate the processing of a Sign Application that is subject to Architectural Review Commission (ARC) approval. Adherence to these instructions will ensure that the application can be processed in the most expeditious manner possible.

SECTION I – APPLICATION SUBMITTAL REQUIREMENTS

		APPLICATION SUBMITTAL REQUIREMENTS - FIRST SUBMITTAL (COMPLETED BY APPLICANT AND VERIFIED BY STAFF INTAKE)		
Submitted	Complete	Each item listed below is required for submittal unless a waiver is granted by Planning Division Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver. Refer to Section B for the minimum required information on each item.		
APPLICATION INFORMATION				
		Planning Application Form		
PROJECT EXHIBITS				
		Sign Plans		
FEES				
		Filing Fees Paid		

		SUBMITTAL REQUIREMENTS - PRIOR TO THE PUBLIC HEARING (ARCHITECTURAL REVIEW COMMISSION AND/OR PLANNING COMMISSION)		
Submitted	Complete	The following items shall be submitted when the project is scheduled for Architectural Review Commission (ARC). All items must be received a minimum of 10 business days prior to the scheduled date of the ARC meeting.	Number of physical copies	Electronic Submittal
		Bound 11" by 17" color copy of complete plan set	10	1
		Physical Color and Material Board	1	1

SECTION II – SUBMITTAL ITEMS CHECKLIST

1. FILING FEES

Application related filing fees are to be paid at the time of application. As part of the submittal process the receipt showing payment of fees which will be copied and submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Precise Plan Application Fee: [Fees | City of Palm Desert](#)

* Payable to the City of Palm Desert

2. APPLICATION

The Planning Application form must be completed including the project description, requested information, and ownership signatures.

3. PROJECT EXHIBITS/PLAN SET

CITY OF PALM DESERT SIGN APPLICATION

A complete Plan Set shall be submitted to the Planning Division. All digital submittals shall be submitted through the City's planning permit portal in pdf format. Information on where and how to submit can be found here: [Planning Permit Portal](#)

Physical submittals shall be submitted upon request.

Required Order of Plan Set Contents:

1. Sign Plans

Additional items may be required upon request from City of Palm Desert staff to better assess conformance with all standards. These items include, but are not limited to: Line of sight diagrams, finish details, material specifications, screening information, etc. These additional items will be requested during the project's completeness review.

Each exhibit shall be prepared to include the following information at minimum:

A. Sign Plans

- An aerial image of the project site showing:
 - The location of all existing signs
 - The location of all proposed signs. If project is a monument sign, provide distance from sign to surrounding street(s)
- Approval signature from the client on a minimum of at least one (1) page
- Approval signature from the property owner if different than client
- Height from grade to top of sign
- Show all proposed colors
- If illumination is proposed, provide night renderings of illumination
- Provide diagram of electrical raceway if illumination is proposed
- Dimension(s) of all:
 - Existing signs
 - Proposed signs
 - Building frontages in linear feet
 - Distances between edges of sign to edges of fascia

B. Color and Materials Board:

- The intent of the Materials Sample Board is to provide an accurate representation of the major exterior materials to be used on the project including colors and textures. Physical materials shall be mounted to a board or sheet (maximum size of 8" x 13" by 3/8" thick) containing precise color swatches and material samples that shall show the following:
 - Samples of all paint colors (actual manufacturer's sample with color name and identification number, copies, photos or digital print outs will not be accepted)
 - Samples of sign materials (a photo sample may be used upon prior to scheduling a hearing with the Architectural Review Commission).
 - Samples of awning materials (a photo sample may be used upon prior to scheduling a hearing with the Architectural Review Commission).

SECTION III – PROCEDURES

1. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. The application will not be processed if it is incomplete. After the application is deemed complete, the project is circulated to other City departments and local agencies for comments and conditions.
2. If required, City staff will present the project(s) to the Architectural Review Commission (held on the 2nd and 4th Tuesday of each month) after staff's initial 30-day review period when comments have been received from other departments and agencies. The Architectural Review Commission hearing may be delayed if the project is deemed incomplete within the 30-day review period or if any changes are required because of conditions of approval that affect the site plan, architecture, and/or if the project does not meet one (1) or more required zoning development standards.